

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div>TIDOYIMELDAAUSTERO</div> <div>(Family Name)(Given Name)(Middle Name)</div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
		7a. SALARY P.A.: ₱ 67,534.16	
		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION REMO II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
20%	Takes charge of internal and external communications and financial documents for signature of Center Director, etc.;		
20%	Acts as Property Custodian of the Center;		
15%	Attends to procurement needs of the Center and the subsequent withdrawal of supplies and materials from SPMD;		
10%	Monitors and issues withdrawn supplies and materials from the Center stockroom;		
10%	Files, payrolls, travel vouchers and personal records of Regular, Contractual, Casual staff, MOOE Laborers, research proposals and communications of research projects;		
10%	Attends to telephone calls, receives and sends fax messages and places long distance calls;		
5%	Types financial documents PRs, RIS, fund transfer and appointments to NCT stations and other communications;		
5%	Receives Center visitors and refers them to appropriate Center personnel for assistance.		
5%	Prepares and serves snacks to Center visitors and washes dishes.		


14. POSITION TITLE OF IMMEDIATE SUPERVISOR Administrative Officer I	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Center Director
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Photocopying Machine; Fax machine, telephone, computer, pens, rulers, record book, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[]	[]	Normal Working Condition	[/]
Other Agencies	[]	[]	Field Work	[]
Supervisors	[]	[/]	Field Trips	[]
Management	[]	[]	Exposed to Varied Weather	[]
Others (Specify)	[]	[]	Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete

Oct. 18, 2004 Date	 IMELDA A. TIDOY Signature of Employee
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21. Describe briefly the general function of the Unit or Section.
Provide clerical support in all activities of the Center.

22. Describe briefly the general function of the position.
The Reproduction Machine Operator (REMO) position is generally in-charge of the operation of the various reproduction machines in the office.

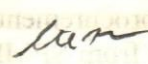
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education: Elementary School Graduate


Experience: none

23b. Licenses or certificates required to do this work, if any.
none

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date	 LUZVISMINDA A. TERNURA – Adm. Officer I Signature and Title of Immediate Supervisor
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APPROVED:

Date	 PACIENCIA P. MILAN Head of Agency
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